



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminister Street  
Providence, Rhode Island 02903-3400

## VACANCY NOTICE

### DIVISION OF ACCELERATING SCHOOL PERFORMANCE OFFICE OF MULTIPLE PATHWAYS

### CAREER AND TECHNICAL EDUCATION SPECIALIST

Salary range beginning at \$64,680 – Mid range \$84,085

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**POSTING PERIOD:** December 6 - 17, 2010

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	<p>Rhode Island Department of Education Office of Human Resources 255 Westminister Street Providence, RI 02903</p> <p><a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a></p>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

*\*Subject to FTE approval and available funding*

**(Position is part of Local 1012, AFT)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Career and Technical Education Specialist

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for participating in the implementation of career and technical educational programs for youths and adults, providing technical assistance to support educational and vocational programs, and evaluating related programs.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Manages and assists in the implementation of career and technical education programs to ensure adequate education programs are available to individuals.

Provides technical assistance to local career and technical educational programs and career and technical centers in order to design programs, train staff and make recommendations for improvements.

Establishes and participates in various committees and task forces to help develop and evaluate programs.

Supports local programs to promote youth and adult career and technical educational initiatives, such as family literacy, vocational development and related issues.

Serves as the liaison to outside organizations and agencies regarding youth and adult career technical education services.

Provides assistance to the Office of Finance & Business with grant reviews, purchasing, and the preparation of various reports.

Provides support and coordination for RIDE initiatives related to the office of multiple pathways.

Performs related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of public relations principles and practices.

Knowledge of applicable federal, state, and local laws, rules, and regulations.

Knowledge of career clusters, pathways, and career specialties.

Knowledge of applicable career and technical educational standards.

Knowledge of project management practices

Knowledge of grant preparation, management and reporting

Knowledge of adult education theory and program practices.

Skilled in working collaboratively.

Skilled in preparing program budgets.

Skilled in writing and reviewing grants.

Skilled in analyzing data.

Skilled in solving problems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Education.

**EXPERIENCE:** Five years of teaching experience, including programs dealing with youth and adult Career and Technical Education

**and/or** any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: November 30, 2010